

WORK SESSION – JUNE 15. 2015

Mayor Grenier opened the Work Session in the City Hall Executive Council Chambers at approximately 6:30 p.m. Present were: Councilors Remillard, Otis, Morgan Allain, Gentili, Higbee, Rozek, Nelson and Theberge. Also City Manager Wheeler, Patty Chase, Pam Laflamme, Corinne Cascadden and Bryan Lamirande.

PSNH 2015 Restructuring & Rate Stabilization Agreement

The City Manager informed Council that at the last meeting with the City Attorney during Non-meeting all that was discussed came to fruition and minor changes were incorporated. One important mechanism in the agreement is that the City would be protected even if the Hydros sold for less than their value.

Councilor Remillard moved with a second by Councilor Otis to accept the agreement with PSNH/Eversource and allow the City Attorney to sign, ratify and execute the agreement on behalf of the City of Berlin. So moved, the motion carried.

Budget Discussion

The City Manager gave Council the proposed changes to the budget for a total reduction of \$201,885. The Mayor told Council increases need a 2/3 majority vote/decreases a general vote.

Councilor Rozek wanted to verify that the current tax rate would increase by \$0.35 per thousand instead of the previously proposed \$1.62. Mayor Grenier confirmed that is correct and the new number incorporates salary adjustments. The net reduction comes from expenses and \$955,000 comes from unappropriated surplus, plus expenditures and revenues and they expect surpluses. After the use of the \$955,000 they should project a surplus of \$1.6 - \$1.7 Million Dollars in the Unappropriated Fund Balance, which is good according to our auditors.

Councilor Nelson asked if an ATV rescue vehicle was in this budget. Mayor Grenier confirmed it is not but there is an anticipated \$16,000-\$17,000 in excess to buy a rescue vehicle. They should be able to flush it out for next meeting. The funds are in an off-book account. There was discussion about the current rescue vehicle that is housed in Gorham. Berlin does not have access to it even though we contributed \$1,500 to it because we are not part of the North Pack Insurance. Having our own vehicle would be the way to go but it is a duplication of efforts for both communities. It was decided that the City Manager, Chad Miller and the Gorham Town Manager need to meet to come up with a workable solution.

Councilor Higbee asked if a skateboard park was included in this budget. The Mayor said it currently is not in the budget but Council expects a match if any amount is to be budgeted. The discussion led Council to add \$20,000 to Capital Line Item # 480-963-0034 for the park.

Mayor Grenier added that the budget number for County Tax is reduced since we will pay what we paid last year and fuel oil is down as a result of fuel oil savings throughout the departments. He concluded that the City Council and Patty Chase did a great job on the budget.

Health Trust Resolution

City Manager Wheeler explained the Health Trust asked Council to produce this generic resolution that authorizes the City Manager to enter into an agreement with them. It is a standard practice and we have not updated this resolution for the last couple of years.

Non Meeting per RSA 91-A:2, 1.(b) Collective Bargaining.

Councilor Rozek moved with a second by Councilor Remillard to enter into Non-Meeting per RSA 91-A:2, 1.(b) Collective Bargaining at this time. Roll call resulted in unanimous affirmative votes including Mayor Grenier who declared the Work Session closed.

Respectfully submitted, Debra Patrick, CMC – City Clerk

PUBLIC HEARING – JUNE 15, 2015

Mayor Grenier opened the duly scheduled and advertised public hearing at approximately 7:38 to review the following subject matters:

- Resolution 2015-15 Appropriating School Grants – No Comments
- Resolution 2015-16 Appropriating 2016 City Budget – No Comments
- Resolution 2015-17 Appropriate Recreation Dept. Donations – No Comments

There being no one wishing to speak for or against the subject matters, Mayor Grenier declared the public hearing closed.

CITY COUNCIL MEETING – Monday, June 15, 2015

Mayor Grenier called the Regular City Council Meeting to order at approximately 7:40 p.m. in the City Hall Council Chambers. The pledge of allegiance to the flag preceded roll call. Present: Councilors Remillard, Otis, Morgan Allain, Gentili, Higbee, Rozek, Nelson and Theberge. Also present City Manager Wheeler, BESS Members, Corinne Cascadden and Bryan Lamirande.

Minutes, Previous Meeting

Councilor Remillard moved with a second by Councilor Otis to accept the minutes of the June 1 Regular Meeting/Work Session, June 8 Work Session. So moved, the motion carried.

Disbursements: Disbursement Summary Draft #1742 start date 6/2/2015 end date 6/15/2015 for a total cash disbursement of \$1,082,198.63. Councilor Theberge moved with a second by Councilor Nelson to accept the disbursement summary and pay all bills as recommended by the Committee on Accounts/Claims. So moved, the motion carried.

PUBLIC COMMENTS – No Comments

UNFINISHED BUSINESS

1. Council Committee Reports – No Reports.
2. Resolution 2015-15 amending the 2015 budget by revising Fund 10 School Department Federal Programs and appropriating \$40,168 of additional grant funds to the School Department to reflect the changes. (tabled 6/1/15) Resolved by the City Council of the City of Berlin as follows:

BERLIN PUBLIC SCHOOLS GRANT REVENUE INCREASES 2014-2015 REV 5-28-15				
	CITY ACCOUNT #'S	Current City Budget	Revised Budget	DIFFERENCE
Title I & Title IA	10-347-301-0035	\$ 860,765	\$ 867,072	\$ 6,307
TITLE VI RLIS	10-347-301-0077	\$ 27,000	\$ 29,053	\$ 2,053
PROJECT - AWARE REV	10-384-301-0000	\$ 439,023	\$ 470,830	\$ 31,807
TOTAL		\$ 1,326,788	\$ 1,366,956	\$ 40,168

This Resolution shall be in full force and effect from and after passage.

Councilor Nelson moved with a second by Councilor Morgan Allain to remove the resolution from the table at this time. So moved, the motion carried.

Councilor Nelson moved with a second by Councilor Morgan Allain to have the resolution read a second time by title only. So moved, the motion carried.

Councilor Nelson moved with a second by Councilor Morgan Allain to have the resolution read a third time by title only. So moved, the motion carried.

Councilor Nelson moved with a second by Councilor Morgan Allain to pass the resolution. So moved, the motion carried and Mayor Grenier declared the resolution now passed.

3. Resolution 2015-16 adopting a budget and appropriating money to defray the expenses of Berlin's City Government for the fiscal year 2016. (tabled 6/1/15)

Resolved by the City Council of the City of Berlin as follows:

That the following budget be adopted and accordingly, the sum of Forty Million, Three Hundred Forty-Two Thousand, Three Hundred Eighty-Eight Dollars **(\$40,342,388.00)** be appropriated to defray the expenses of Berlin's City Government for the period of July 1, 2015 through June 30, 2016, less expected revenues, with the balance to be raised by taxation on real estate of the municipality

ACCT. #	ACCOUNT TITLE	FY2015	FY2016
01-401	MAYOR AND CITY COUNCIL Total	51,708	64,748
01-402	ADMINISTRATION Total	1,113,553	1,135,556
01-403	ELECTIONS Total	16,171	16,912
01-404	CITY HALL AND OTHER BUILDINGS Total	55,994	55,164
01-405	SPECIAL FUNDS	175	260
01-406	PROPERTY AND LIABILITY INS Total	125,719	134,516
01-408	CENTRAL SERVICES Total	309,000	265,000
01-409	DISCOUNTS AND ABATEMENTS Total	-	-
01-410	PERSONNEL BENEFITS Total	287,218	349,022
01-411	CONTINGENCY Total	9,600	9,600
01-412	OUTSIDE AGENCIES Total	67,166	67,166
01-413	CEMETERY Total	12,173	12,711
01-416	IT		131,850
	TOTAL GENERAL GOVERNMENT	2,048,477	2,242,505
01-420	POLICE DEPARTMENT Total	3,006,873	2,992,470
01-421	FIRE DEPARTMENT Total	1,995,392	2,034,453
01-422	STREET LIGHTING Total	132,500	145,200
01-423	AMBULANCE SERVICE Total	317,000	323,000
01-424	SPECIAL PUBLIC SAFETY	89,380	90,800
	Total Public Safety	5,541,145	5,585,923
01-425	HOUSING COORDINATOR Total	87,215	93,697
	Total Housing Coordinator	87,215	93,697
01-430	PUBLIC WORKS Total	1,714,379	1,875,726
01-431	ENGINEERING Total	119,702	
01-436	SOLID WASTE Total	835,270	838,186
	Total Public Works	2,669,351	2,713,912
01-440	HEALTH DEPARTMENT Total	486,590	533,442
01-441	WELFARE Total	125,758	116,463
01-449	PARKS	286,882	310,590
01-450	RECREATION AND PARKS Total	127,898	128,058
01-451	LIBRARY Total	177,740	187,756
	Total Community Services	1,204,868	1,276,309
01-470	CITY DEBT SERVICE Total	958,020	783,085
01-480	CITY CAPITAL IMPROVEMENTS Total	700,650	547,900
	Total City Debt and CIP	1,658,670	1,330,985
	Total City General Fund	13,209,726	13,243,331

01-460	SCHOOL OPERATING Total	17,685,050	17,823,718
01-461	SCHOOL CAPITAL IMPROVEMENTS Total	200,000	308,200
	TOTAL SCHOOL GENERAL FUND	17,885,050	18,131,918
01-407	COUNTY TAX Total	1,685,902	1,689,241
01-414	TRANSFER OUT	64,624	37,851
	TOTAL CITY GENERAL FUND	32,845,302	33,102,341
	OTHER CITY FUNDS		
10-483	SCHOOL EDUCATION GRANTS	2,023,366	2,452,389
11-464	SCHOOL FOOD SERVICES	650,925	661,990
19-468	RECREATION ACTIVITY FUND	40,700	35,700
21-400	BERLIN INDUSTRIAL DEVELOPMENT	65,912	181,184
30-400	GRANT FUND	127,500	97,500
59	CDBG		498,380
60-432	SEWER FUND TOTAL w/Capital & Debt Service	2,096,952	3,090,051
63-437	CATES HILL LANDFILL	7,205	7,180
65-434	BERLIN AIRPORT FUND w/Capital	221,678	215,674
	TOTAL OTHER FUNDS	5,234,238	7,240,048
	TOTAL CITY BUDGET - ALL FUNDS	38,079,540	40,342,388

This Resolution shall be in full force and effect from and after passage.

Councilor Remillard moved with a second by Councilor Otis to remove the resolution from the table at this time. So moved, the motion carried.

Councilor Remillard moved with a second by Councilor Otis to amend the resolution with the following noted changes:

Revenues: # 01-373-701-0000 Total Increase: \$ 18,000

Councilor Remillard moved with a second by Councilor Otis to approve the \$18,000 increase in revenues. Roll call resulted in unanimous affirmative votes. 2/3 majority was met.

Expenditures: # 01-402 Admin. Total Increase: \$ 36,700

Councilor Remillard moved with a second by Councilor Otis to approve the \$36,700 increase to account #402 Admin. Roll call resulted in unanimous affirmative votes. 2/3 majority was met.

01-404 CH Fuel Total Reduction: \$ 1,700

01-407 County Tax Total Reduction: \$130,000

01-420 Police Total Reduction: \$ 5,900

01-421 Fire Total Reduction: \$ 4,985

#01-460 Schools Total Reduction: \$ 96,000

Councilor Remillard moved with a second by Councilor Morgan Allain to approve the above noted budget reductions. So moved, the motion carried.

#01-480 Cap Imp Total Increase: \$ 20,000

Councilor Remillard moved with a second by Councilor Nelson to approve a \$20,000 increase in #480 Capital Improvement for a skatepark. Roll call resulted in unanimous affirmative votes. 2/3 vote was met. Councilor Rozek, for clarification purposes, wanted it known that the intent of the \$20,000 increase for the skatepark was for a 2 for 1 match.

Councilor Remillard moved with a second by Councilor Otis to have the resolution, as amended, read a second time by title only. So moved, the motion carried.

Councilor Remillard moved with a second by Councilor Otis to have the resolution, as amended, read a third time by title only. So moved, the motion carried.

Councilor Remillard moved with a second by Councilor Otis to pass the resolution as amended. Roll call resulted in unanimous affirmative votes of Council including Mayor Grenier who declared the resolution, as amended, now passed.

4. Resolution 2015-17 amending the 2015 budget by revising the Recreation Department budget and appropriating \$3,079.52 of donated funds as indicated. (tabled 6/1/15)

Resolved by the City Council of the City of Berlin as follows:

<u>DONOR</u>	<u>AMOUNT</u>	<u>DESIGNATED PROGRAM</u>
Dori Ducharme	\$250.00	Sports & Playgrounds
NH Special Olympics	\$100.00	Special Olympics Golf
Coulombe Real Estate	\$75.00	Easter Eggstravaganza
Wireless Zone-Verizon-D. Poulin	\$249.23	Easter Eggstravaganza
Misc. donors - day of at door	\$76.00	Easter Eggstravaganza
LBO Holdings dba Attitash Season Pass Holders Party & Auction	\$2,327.00	3rd-6th Grade Ski & Snowboard
Jackie Nadeau - "Pennies for Play- grounds"	\$2.29	Playgrounds
Total Received in Fiscal Year 2015	<u>\$3,079.52</u>	

This Resolution shall be in full force and effect from and after passage.

Councilor Nelson moved with a second by Councilor Higbee to remove the resolution from the table at this time. So moved, the motion carried.

Councilor Nelson moved with a second by Councilor Higbee to have the resolution read a second time by title only. So moved, the motion carried.

Councilor Nelson moved with a second by Councilor Higbee to have the resolution read a third time by title only. So moved, the motion carried.

Councilor Nelson moved with a second by Councilor Higbee to pass the resolution. So moved, the motion carried and Mayor Grenier declared the resolution now passed.

NEW BUSINESS

5. Resolution 2015-18 authorizing the City Manager to execute an application and membership agreement in the Health Trust pooled risk management program for the provision of group medical benefit plans. (1st read)

Councilor Theberge moved with a second by Councilor Morgan Allain to table the resolution and schedule a public hearing on July 6. So moved, the motion carried.

6. City Manager's Employment Agreement.

The City Manager's Working Agreement is available for public review in the City Clerk's Office. Some of the financials include:

Section 4 – Salary

- The City agrees to pay the Employee for services rendered under this Agreement, an annual base salary of \$109,000, subject to applicable withholdings and deductions, payable in installments at the same time as other employees are paid.
- The City agrees the Employee shall be awarded a merit increase following completion of an evaluation of his performance as specified by Section 5 of this Agreement. Such increase is only to be applied to the Employee's base salary effective July 1st of each year of this agreement. The amount of the merit increase shall be determined by the City Council at its sole discretion, but shall not be less than the prior year-end Boston CPI-U average.

Section 10 – City Business and Related Expenses.

Employer will provide Employee an allowance of \$200 per week for business related vehicle expense and phone reimbursement.

Councilor Remillard moved with a second by Councilor Otis to accept the Employment Agreement between the City of Berlin, NH and Mr. James A. Wheeler as City Manager. So moved, the motion carried and the employment agreement was approved.

7. City Manager's Report

City Manager James Wheeler thanked the Mayor and Council for renewing his contract. He has enjoyed the last 2 years and looks forward to the next 3 years. He has spent a lot of time in City Government and finds that this is the best City Council he has ever seen.

1. The City's new sewer jet truck has been delivered to Public Works. The truck was displayed at the NH Mountain of Demonstrations Show which was held Thursday, May 21 at the Mt. Sunapee Resort. It is here now ready to get to work!
2. Senator Jeff Woodburn acknowledged the letter sent to him about closing the DMV offices. His note and newsletter are attached.
3. The City opened bids on local delivery propane. There were three bidders and the low bidder was CN Brown at a fixed cost of 1.219 per gallon. We paid 1.91 last year. The list of bidders also included Amerigas at \$1.38 per gallon and Irving at \$1.548 per gallon.
4. The City recently opened bids for annual Boiler Services. The lone Bidder was Mechanical Services at a price of \$8,093.
5. The City recently opened bids for Electrical Services. The lone bidder was Vaillancourt Electric at a price of \$23,050.
6. The new successful applicant for the Public Works Supervisor is Andy Estrella. Andy has been a Public Works Employee for many years and has also worked in a supervisory role on an intermittent basis. We wish him well in his new position.
7. Last Week the Recreation and Parks Dept., AHEAD and other City Departments/Employees worked and volunteered time to spruce up Friendship Park. Please take a look at the new canopy constructed by R&P when you get a chance. Attached is a letter that Sen. Shaheen sent to AHEAD in which she acknowledges all of the good work that is going on in the City.

Councilor Remillard asked about the bid for boiler services and what last year's price was. The City Manager said it was around a \$650 difference. He will email the information to Councilor Remillard.

Councilor Higbee inquired what is in the scope of electrical services. According to the City Manager, the contract includes traffic control signals and in-house problems within city buildings. To that Councilor Remillard wanted to know what the benefit was for the \$23,000 if he charges hourly anyway. The City Manager explained we pay him on a unit base. The City Manager will email that information to the Council.

Councilor Rozek received a letter addressed to the Traffic and Safety Committee regarding the day care center behind the Twitchell House. In winter there is no easy access available to them since they need to walk the kids from the college down to the crosswalk. There is an overgrown road cut behind Twitchell Barn that could be used as an access point. He wants to know who would be responsible to open that road back up. It was decided that it would be the day care's responsibility to take care of this since it is not a city matter.

Councilor Rozek moved with a second by Councilor Nelson to accept the City Manager's Report and place it on file. So moved, the motion carried.

8. Mayor's Report

Appointments – BIDPA: Michael Caron; Jay Poulin; Sally Manikian and Roland Olivier all three year terms set to expire July, 2018. Councilor Rozek moved with a second by Councilor Theberge to accept the Mayor's nominations to BIDPA as presented. So moved, the motion carried.

Mayor Grenier received a letter from Joe Kenney that confirmed he was chosen to be a Board Member on the State of NH Assessing Standards Board. City Manager James Wheeler will represent the City on the Mayor's behalf.

Mayor Grenier announced now that the budget process is completed for this year, the Mayor and Council will enter into a summer schedule meeting only on the first and third Mondays and will not have alternate work sessions unless there is a need. The next meeting will be on July 6.

Councilor Rozek moved with a second by Councilor Higbee to accept the Mayor's Report and place it on file. So moved, the motion carried.

9. Public Comments – No comments

10. Council Comments - No comments

11. Adjournment: There being no further business before the Mayor and Council, Councilor Rozek moved with a second by Councilor Nelson to adjourn the regular meeting. So moved, the motion carried and Mayor Grenier declared the regular meeting closed at approximately 8:20 p.m.

A True Record, Attest:
Debra A. Patrick, CMC
City Clerk